

TIMELINK.

Logging on to TimeLink – Manager/Supervisor/Payroll

Use the following web address to login:

Web Address	https://timelink.utoronto.ca/timelink/login
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User Name	Enter User Name
Password	Enter your Password
Language	Defaults to English
	Click on Login

TimeLink Home Page

UNIVERSITY of TORONTO

Logout | Go To Enterprise Edit

View Time Manager Home Page

View Time Manager Home Page - SYS117

Home Help

Time and Labor

- Approve Timecards (TR)
- Manage Timecards
- Manage Timecards (TR)
- Review Time Exceptions

Timecards
Edit and Approve your employees' timecards
[Manage Timecards](#)
[Manage Timecards \(TR\)](#)
[Approve Timecards \(TR\)](#)

Exceptions
Review time and attendance exceptions that have been generated
[Review Time Exceptions](#)

Schedule
Review and edit TimeLink generated employee schedules

Reports
Run standard TimeLink reports in order to review time and attendance related information
[Timecard Report](#)
[Schedule vs. Actual](#)
[Unapproved Timecards](#)
[All Absence Time](#)
[Timecard Exceptions](#)

Reporting

My User Account

The **Go to Transaction** field – an alternative to navigating the system using transaction codes

TimeLink Main Menu

The Main Menu helps you to navigate within the system. This can be done by clicking on your required menu item or entering the matching transaction code in the **Go to Transaction** field.